

Trustees of the Manchester City Library
Winchell Room
Minutes – March 15, 2010

Called to order the Monthly Meeting at 4:26pm.

In Attendance: Trustee Chair Patricia Cornell, Jeff Hickok., Karen Sheehan-Lord, Jack Shea and Steve Solomon. Also present Library Director Denise van Zanten, Aldermanic Liaison Phil Greazzo.

Excused: Trustees Monique Brown, Joanne Barrett

Minutes: Motion was made by Trustee Solomon to approve January 16th minutes, seconded by Trustee Hickok, all in favor.

Director's Report:

News – One of the damaged Colorado Spruce trees was removed by Parks & Recreation today. Damage was done during the last wind storm. Leak in Dee & Claudia's office may be related to leak found in roof. It is where the tiles meet the membrane. This will be worked on shortly. All plaster will be taken off the walls in Claudia's & Dee's office. Health Department was called in to check on mold that was growing on the wall. The mold can be washed with bleach. It is not the harmful type.

Branch – New computers tables have been installed by Lichen, Sarah and Bluewolf (custodian). Looks great.

Procedural Change – Library Administration feel there is a need to make having a library card or pc access card required when visiting the library. A lot of staff time is being taken up with "looking" up patrons who neglect to carry their cards. Staff will post signs "To serve you better, please have your library card available". Those who lose their cards can replace them.

PLA – Director van Zanten and Head of Information Services Dee Santoso will be leaving for PLA on March 22nd. Circulation Librarian Claudia Mayer will be point person if Trustees need immediate assistance. Director van Zanten will have her laptop and will stay in touch.

Circulation – Working on updating and improving their procedure manual and are reviewing the library confidentiality laws which are strict.

GMILCs – has hired a new Technology Librarian – Kevin French.

Reference – What do you think of the new reference desk? Welcome OPACS and catalogs computers are in the Rotunda area. Trustees noted they liked the change. Staff likes the new desks and the location which is close to the materials.

NHSL – statistical report is due in April. Director van Zanten will work on after PLA.

Budget – Mayor wants to have another meeting with Department Heads about the budget. Not sure when this meeting will be since budget comes out on or around March 31st. Mayor also sent out with paychecks a list of benefits each employee receives.

Copier Company – still having trouble with getting supplies and service for Microfilm/Reader printers. Director van Zanten has sent a letter out to them.

Golden Bobblehead - found in the Library after 5 weeks. Fischer Cats were notified and the Library received tickets for opening day.

Program – forgot to mention program that was highly successful in Director's Report "Life in Paris" pictures and stories organized by Amy Hanmer and was held on February 13th.

Library - Cindy O'Neil and Dee Santoso are working on microfilming more newspapers including the Manchester Express with the remainder of the Cogswell grant.

Director van Zanten's city charge card was used while she was on vacation. The fraudulent charges have been reported to Finance. She will get a new card.

City is putting together a volunteer/intern policy. Director van Zanten gave Jane from HR our info and we are giving her feedback. Eileen Reddy did a wonderful job reviewing the policy to give feedback.

Foundation Report: Kate, Cindy and Arlene attended the last foundation meeting. They spoke about the needs of their departments. The Foundation is also working on their 501 (3) c status, policies & confidentiality and Whistleblowers policy, and records retention policy. It was also brought up about a scholarship fund at some point for library staff.

Software for donor list is about \$500 a month. This would allow better management of donor cultivation.

Old Business – One library vault has been completed.

New Business 2010 Library Trustee Spring Conference flyer has been given out. If anyone would like to attend, please e-mail Director van Zanten

Next meeting Monday, April 19th at 4pm –

Adjourned 5:04pm